



MDEQ Guidance for Writing the Annual Progress Report Under the Watershed Permit

October 2005

In this guide, the basics of the Annual Progress Report are listed. A full description of all requirements can be found in the Watershed Municipal Separate Storm Sewer System (MS4) Permit (MIG619000), pages 14 and 15.

The progress report shall cover all of the decisions, actions, and results performed during the previous year. The report shall include the following six components:

I. Illicit Discharge Elimination Plan (IDEP)

1. Document the actions taken to eliminate illicit discharges and evaluate the effectiveness of the program. Report all discharges found and how many of those have been eliminated.

Note:
Be succinct, but provide enough details on the required elements to clearly document progress.

For significant illicit discharges, list:

- The pollutant(s) of concern (*a significant illicit discharge is one in which pollutant(s) show evidence of impairing the receiving water's usefulness for swimming, fishing, irrigation, or water supply*),
 - Estimated volume and load discharged for those pollutants, and
 - Locations of the discharge into the storm water system and receiving water
2. Include certification of any changes made to the IDEP based on a DEQ request.
 3. Summarize the status of the program to minimize seepage from sanitary sewers and on-site sewage disposal systems into the storm water system.
 4. Provide schedules for elimination of illicit connections that have been identified but have yet to be eliminated.

II. Public Education Plan (PEP)

1. Provide documentation of the public education effort.
2. Provide a summary of the evaluation of the PEP's effectiveness.
3. Include certification of any changes made to the PEP based on a DEQ request.

III. New Point Source Discharges of Storm Water

Provide information on any newly discovered storm water point sources to surface waters or other MS4s. These are point sources that were not identified in the permit application or previous annual reports. The following information must be provided (through updated maps or a list):

- The location of the storm water point source, and
- The receiving water for the discharge.

If no new storm water point sources were discovered, state so.

IV. Storm Water Pollution Prevention Initiative (SWPPI)

1. Briefly describe the compliance status of the permittee-specific SWPPI actions and implementation schedules for:
 - The permittee's commitments from the WMP,
 - Pollution prevention and good housekeeping BMPs, and
 - Post-construction BMPs.
2. Review and describe the effectiveness of the above actions (include deferred watersheds, if applicable)
3. State any proposed revisions to the SWPPI (include deferred watersheds if applicable)

For Permittees that Have Deferred Watersheds, Include the Following, otherwise, skip to Part V. Other Actions, below:

4. Include the status of any watershed planning decisions for the regulated area where a WMP has been deferred,
5. If necessary, update both the characterization of the watershed(s) in the deferred area, and the comparison to the watershed that is covered by the WMP. Include any additional actions that have been incorporated into the SWPPI as a result of any significant discrepancy between the watersheds.

Note:
The permittee's Certificate of Coverage (COC) identifies any deferred watersheds.

If you have urbanized areas with a deferred WMP and you selected **Option 1** from Part I.B.2.a.2) a), briefly describe the status of the additional approvable actions for the deferred watershed(s) that were included in the approved SWPPI, if applicable.

If you selected **Option 2** from Part I.B.2.a.2) b), briefly describe the status of each of the requirements listed in that Part .

Include the following for each listed requirement:

- A list of BMPs that will, or have been, implemented,
- Descriptions of measurable goals,
- Progress made to meet those goals,
- Upcoming actions, and
- Any changes or updates.

The requirements listed in Part I.B.2.a.2)b), for Option ,2 include:

A. Public Involvement and Participation

- 1) Public notification within the area of the deferred watershed that the SWPPI must be implemented as well as how, when, and where copies of the SWPPI are available for public inspection,
- 2) The establishment and implementation of a citizen advisory committee to represent the public in the deferred watershed, and
- 3) Efforts to cooperate with local special interests such as watershed organizations.

B. Post-Construction Storm Water Management Program for New Development and Redevelopment Projects

- 1) Establish a comprehensive storm water management plan to protect the designated uses of the waterbody(ies) in the deferred watershed within urbanized areas from the effects commonly associated with urbanization.
- 2) Establish ordinances, or other regulatory mechanisms, to address post construction storm water runoff. The ordinances or mechanisms shall require the following:
 - Implementation of non-structural and/or structural BMPs,
 - Adequate long-term operation and maintenance of BMPs,
 - Perpetual control for sediment discharges that result from soil erosion after soil erosion permits are no longer in effect, and
 - Regulation of the rate at which storm water flows into the drainage system.
- 3) Establish a process for review of post-construction storm water BMPs in initial site plans.
- 4) Minimize illicit discharges and spills by reviewing site plans for commercial operations to ensure storm drain inlets are isolated from pollutant sources. Equipment washing and waste material handling shall not result in a discharge. Polluting materials, as defined in the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code), shall be stored only in areas that provide secondary containment in accordance with state and federal law.

V. Other Actions

Submit a description of any other actions taken to reduce the discharge of pollutants in storm water. This can include information on:

- Watershed Advisory Group Meetings
- Public Participation Process Efforts
- Actions implemented under watershed plans developed through other local, state or federal programs.

VI. Nested Drainage System Agreements

If you are a primary jurisdiction (city, village, or township), update the list of nested jurisdictional areas or drainage systems that should have their own separate storm water drainage system permits. A list was (or should have been) submitted as part of the application. An update of the following information is required to be submitted with the annual report:

- The name and general description of each nested jurisdictional area or drainage system for which a cooperative agreement has been reached to carry out storm water discharge responsibilities, and
- The name of other nested jurisdictional areas or drainage systems within the permittee's political or territorial boundaries for which a separate storm water drainage system permit may be required. The DEQ recommends that the report document any attempts to notify the nested jurisdictions of the need for MS4 permit coverage.

If there are no nested jurisdiction updates, state so.

<p style="text-align: center;">Note: Components that have not been completed, because the schedule doesn't require them yet, should still be recognized.</p>
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